



TRANSFORMERS AND ELECTRICALS KERALA LIMITED
(A JV of Govt. of Kerala and NTPC)
Angamally South, Ernakulam, Kerala.



**GUIDELINES FOR ADVANCED TRAINING SCHEME TO
ITI CERTIFICATE HOLDERS**



Guidelines for trainees

TELK has developed this trainee manual to be used as a guideline for answers to the questions that trainees may frequently ask. All policies, procedures, terms and conditions of the employment relationship (training) are subject to change. Specific questions concerning this Manual should be directed to HR Department.

The information contained in this Manual applies to all trainees engaged under this scheme of TELK. No management official other than the Top management of TELK has the authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment. All policies stated in this Manual are subject to change at the sole discretion of TELK Management.

From time to time, this manual will be updated with information regarding changes in TELK policy. It will be the responsibility of trainees to review the changes in this trainee manual.

Important: This Manual is not a contract, express or implied, guaranteeing employment for any specific duration.

Manual Disclaimer

The information in this manual is intended as a summary of TELK procedures.

Conflict of Interest

TELK expects its trainees to exercise utmost good faith in performing their duties. Trainees are personally responsible to avoid improper use of TELK property and / or equipment that may result in loss to the Company, making questionable or illegal payments, accepting / giving gifts or offering anything of value. While undergoing training in TELK, for taking up employment outside TELK, trainees must obtain prior approval from the Management. Violation of this policy is subject to disciplinary action and possible legal action.

Confidentiality of Information

TELK maintains confidentiality of all its business operations, activities and affairs as well as its client list. If the training, during employment, acquire confidential or other vital information about TELK and its clients, such information must be handled in strict confidence. They should not discuss any TELK affairs with outsiders. As a trainee of TELK, he/she is bound to keep the confidentiality of such information.

Trainees shall not seek to benefit personally or permit others to benefit through the use of confidential information obtained to them as a result of their work assignment. No trainee may use or disclose any confidential information, directly or indirectly, without specific written authorization from TELK Management either during his training with TELK or after termination of training. Violation of this policy will be subject to possible legal action.

Safety, Health & Wellness

Priority will be given to health and safety aspects of the trainees of TELK. To carry out its commitment to safety and health of trainees within the organization, the following guidelines shall be followed:

- Trainees will be given training on the rules and regulations of the Company and TELK will expect compliance of the same.
- TELK will delegate workplace supervisors, wherever possible fixing the responsibility of recognizing job hazards and granting them the authority to abate the hazards.
- TELK will provide information to trainees about workplace safety and health issues through regular internal communication channels such as supervisors by issuing circulars/notices or other written communications.
- Safety inspections will be conducted periodically. During such inspections, comments and suggestions from the trainees will be encouraged. Job hazards detected during inspection will be corrected.

All trainees will be encouraged to participate and cooperate in Company's efforts in making the workplace free from accidents. Concerns of trainees will be addressed in a timely manner. In the event of an accident, TELK will provide assistance to the injured trainees for obtaining medical treatment.

Trainees are responsible for the following:

- Maintaining clear pathways in the work areas
- To Report and seek first aid for employment injuries
- To Report unsafe conditions or equipment
- To inform the supervisor before commencement of work, of any medication taken by them that may cause drowsiness or other side effects which may lead to injury to the trainees or the co-workers.

Reporting of Accidents

All accidents occurring during the course of work either to the trainee or to the equipment shall be immediately reported to the concerned supervisor.

Leave of Absence

Leave of absence shall be requested / applied in advance.

Canteen and other facilities

Refreshments (Tea/Coffee/Water) will be provided free of cost at work place. Breakfast / Lunch / Dinner will be provided at the Canteen at the rates notified by TELK Management from time to time.

General

Trainees shall co-operate to keep the workplaces clean and free of debris and dirt.

Smart Phones / Mobile Phones are not allowed inside the Factory.

Dress Code

Trainees are required to report for work complying TELK instructions in this regard. They shall not wear loose garments while inside the factory, for safety reasons.

Working Time

Monday to Saturday (Sunday weekly off)

| | |
|-------------------------|-------------------------|
| General Shift | 9.00 a.m. to 5.00 p.m. |
| I st Shift | 7.30 a.m. to 3.30 p.m. |
| II nd Shift | 3.30 p.m. to 11.30 p.m. |
| III rd Shift | 11.30 p.m. to 7.30 a.m. |

Recording of attendance

Trainee shall record / mark their attendance as instructed by TELK Management.

Leave and Holidays

Trainees will be eligible only for the weekly holidays and company declared holidays; absence on other days will be treated as unauthorized absence resulting in loss of pay.

BENEFITS FOR TRAINEES

1. **Earn while you learn the actual work**
2. **Industrial exposure**
3. **Complete safety and security at work place**
4. **Protection through ESI**
5. **Opportunity for giving innovative suggestions / ideas**
6. **Recognition for best performance**
7. **Certificate of Training will be provided upon completion of training.**
8. **Opportunity for acquiring knowledge through practical experience.**
9. **Opportunity to be a part of TELK for a certain period of 7½ months.**